

REQUEST FOR RECORDS RETENTION SCHEDULE
To Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 351PAGE
NO. 1

1. Requesting Agency

BOARD OF MEDICAL EXAMINERS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. MINUTES

Size: 8" x 10", 8½" x 11"
Dates: 1892 - -
Quantity: 9 volumes (1 cubic foot)
File Arrangement: Chronological

The Minutes record actions and policy decisions by the Board of Medical Examiners. Specific information recorded relates to appointments, individuals licensed, examinations scheduled, actions on reciprocity, complaints, failed candidates, officers elected, etc. All entries in the first five volumes are handwritten (1892-1937).

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS ALL MINUTES THROUGH 1934 (4 volumes).

2. APPLICATION AND REGISTRATION FILE (APPLICATIONS, CORRESPONDENCE).

Size: 8½" x 11", 8½" x 16"
Dates: 1892 - -
Quantity: 96 document drawers (32 cubic feet)
File Arrangement: Alphabetical by surname of applicant or licensee
Annual Accumulation: 1½ cubic feet (est.)

This file contains examination applications of doctors or medical students eligible for examination and license applications of doctors already licensed in another state. Doctors eligible to apply

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7. Agency, Division or Bureau Representative

Signature

Secretary-Treasurer

Title

4/13/1959

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/29/59
Date

Archivist

MAY 4 1959
Date

Secretary

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may be graduates of American medical schools (some of whom may already be licensed in other states), foreign doctors whose credentials and evidence of experience have been accepted by the Board, or second-year medical students who desire to complete a portion of their examinations before receiving their degrees. Specifically the file contains the following forms or records:

Form RA-2M-1-56 Application for Recognition of License
Issued by another state - shows applicant's background and various certifications

Form CA 1M-10-56 Application for regular examination

Form PA 1M-10-56 Application for second year examination

On the face of each form, after it has been folded to document file size, certain information on the status of each applicant is recorded--e.g., date on which application was received, whether fees have been paid, date on which licensed or rejected, and other remarks on the individual's status. Correspondence with individuals is included in the file, particularly that relating to licensing by reciprocity. There has been no general periodic re-registration of doctors and therefore no way of determining if individuals represented in the file are still practicing. The records of doctors who are known to be deceased are maintained as a separate group of records within this file.

RECOMMENDATION: RETAIN PERMANENTLY OR UNTIL A GENERAL RE-REGISTRATION TAKES PLACE.

3. REGISTERS

Size: 12" x 9", 14" x 16"

Dates: 1893 - -

Quantity: 10 volumes (1½ cubic feet)

File Arrangement: Chronological by date of registration

Index: Incomplete index (see below)

These are registers of individuals licensed by the Board. Each register shows in columnar form the individual's seat number, the date of examination, name, age, last address, school of graduation, date, results of examination, date of license issue, name of college (if second year student), the results of exam of second year student, and general remarks (for second year only).

An index in volume form was maintained for an indeterminate period (beginning in 1893). This volume lists the individual's name and the page number in the appropriate register.

RECOMMENDATION: RETAIN PERMANENTLY.

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Disputed
rejected

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MAY 4 1959

SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No. 5. Description of Records
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6. Recommendation of Hall of Records and Board of Public Works.

4. TRANSACTION RECORD BOOKS

Size: 8" x 10"
Dates: 1906-1938
Quantity: 3 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

These volumes record transfers, reciprocity actions, special exams, and permits issued (except for those by regular examinations). Specific entries are the date of the action, the name of the individual, the address, and the action taken.

RECOMMENDATION: RETAIN PERMANENTLY.

5. CERTIFIED TO OTHER STATES REGISTER

Size: 8½" x 11"
Dates: 1938 - -
Quantity: 3 notebooks
File Arrangement: Chronological

The Board certifies to the registration of doctors in order that the Maryland licensee may be licensed in other states with whom Maryland has reciprocal licensing agreements. Each sheet shows the month, the date, the name of the doctor certified, and the state to whom certified.

RECOMMENDATION: RETAIN PERMANENTLY.

6. BORDERLINE PERMIT REGISTER

Size: 7" x 10"
Dates: 1931-1957
Quantity: 1 volume
File Arrangement: Chronological
Annual Accumulation: Discontinued

This volume contains the names of individuals living in neighboring states who have been granted borderline permits to visit patients in Maryland (though not allowed to open an office or appoint places to meet patients). Specifically, the entries show the date, the name of the doctor, and the doctor's area of residence (usually the District of Columbia). The issuance of borderline permits was discontinued in 1957.

RECOMMENDATION: RETAIN PERMANENTLY.

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7. CORRESPONDENCE - AMERICAN SCHOOL GRADUATES (INQUIRIES FROM GRADUATES OF AMERICAN SCHOOLS)

Size: 8½" x 14"
Dates: 1955 - -
Quantity: 1 drawer (2 cubic feet)
File Arrangement: Alphabetical
Annual Accumulation: 1 cubic foot (est.)

This file contains correspondence with licensed doctors requesting reciprocity applications and general information.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. CORRESPONDENCE - FOREIGN GRADUATES (FOREIGN INQUIRIES)

Size: 8½" x 14"
Dates: 1935 - -
Quantity: Office, 1 drawer (1956 - -)
Basement, 3 cubic feet (1935-1956)
(Total, 5 cubic feet)
File Arrangement: Alphabetical by name of correspondent

This file consists of correspondence with foreign doctors who request application forms, information, or that the Board evaluate their background and credentials. The file relates exclusively to individuals whose credentials havenot been approved.

RECOMMENDATION: RETAIN FOR FOUR YEARS AND THEN DESTROY.

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9. GENERAL CORRESPONDENCE

Size: 8½" x 14"
Dates: 1936 - -
File Arrangement: Alphabetical by name or subject
Quantity: Office, ½ drawer (est.); Basement, 1 cubic foot;
(total, 2 cubic feet)

This file contains correspondence with the Medical and Chirurgical Faculty, out-of-state medical societies, other state licensing boards, private individuals, State agencies, hospitals, and other institutions. Various types of reports are also included in the file. Specifically, these are reciprocity reports to the American Medical Association and copies of reports to the House of Delegates concerning the Board of Homeopathy.

A. RECOMMENDATION: RETAIN PERMANENTLY RECIPROCITY AND BOARD OF HOMEOPATHY REPORTS, OPINIONS OF THE ATTORNEY GENERAL, AND CORRESPONDENCE WITH MEDICAL AND CHIRURGICAL FACULTY.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

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| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
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10. FOREIGN APPLICANTS (FOREIGN FILE)

Size: 8½" x 11"

Dates: 1939 - -

Quantity: 1 drawer (2 cubic feet)

File Arrangement: By type of record and alphabetical therein

This file is concerned with license applications by foreigners (graduates of foreign medical schools). The file contains correspondence with foreign applicants notifying them of deficiencies in background or failure on examinations; correspondence with institutional sponsors of foreign candidates; rating sheets (summarizing background, qualifications, and action by the Board) which establish the basis for the foreigner's eligibility to take the examination. The file also includes records which pertain to pending applications--i.e. applications awaiting the submission of credentials. The credentials themselves make up a separate file (Item 11).

A. RECOMMENDATION: RETAIN PERMANENTLY RATING SHEETS, DIPLOMAS, AND/OR DIPLOMA TRANSLATIONS.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR TEN YEARS AND THEN DESTROY.

11. FOREIGN APPLICANTS CREDENTIALS (FOREIGN FILE)

Size: 8½" x 11"

Dates: 1939 - -

Quantity: Office, 3 drawers (1954 - -)
Basement, 3 cubic feet (1939-1954)
(Total, 9 cubic feet)

File Arrangement: Alphabetical by name of applicant
Annual Accumulation: 1 drawer (est.)

This file contains credentials submitted by graduates of foreign medical schools in support of their license applications. The credentials of applicants who actually take the examination or decline to take it make up a separate portion of this file. The records pertaining to each applicant are filed in large envelopes which may contain any of the following records:

Certified mail receipts
Correspondence with or about applicants
Copies of certifications of training and experience
Copies of certificates and diplomas
Copies of outgoing notices from the Board
Photograph
List of credentials returned to applicant (usually in letter form)

A. RECOMMENDATION: RETAIN PERMANENTLY CREDENTIALS OF INDIVIDUALS LICENSED.

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MAY 4 1959

Andrew H. H. H.
SECRETARY

(cont)

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| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
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B. RECOMMENDATION: RETAIN FOR TEN YEARS AFTER APPLICATION THE CREDENTIALS OF INDIVIDUALS NOT LICENSED.

12. POLICY FILE (RECIPROCITY - STATE BOARDS)

Size: 8½" x 11"

Dates: 1924 - -

Quantity: ½ drawer (1 cubic foot)

File Arrangement: Alphabetical by name of state

This file contains correspondence with medical licensing boards in other states and the National Board of Medical Examiners. The correspondence relates to reciprocity arrangements and the gathering of information which together form the basis of Board policies with regard to other states.

RECOMMENDATION: RETAIN PERMANENTLY.

13. REGISTRANT'S CARD FILE

Size: 3" x 5"

Dates: 1892 - c.1948

Quantity: 12 drawers (3 cubic feet)

File Arrangement: Alphabetical by name of registrant

Annual Accumulation: Discontinued

This card file was instituted by a former Secretary of the Board for the then-current needs of the Board. The card file covers regular medical licensees, and other related occupations--e.g. veterinarians, chiropractors, optometrists, homeopaths, and dentists. An individual card lists the licensee's name, address, type of license, where registered and by whom, the date of registration, and if the license was revoked--the date of revocation. The maintenance of this file was discontinued c. 1948.

RECOMMENDATION: SCREEN AND RETAIN PERMANENTLY THE CARDS OF REGULAR PRACTITIONERS AND HOMEOPATHS. DESTROY ALL OTHER CARDS.

14. GENERAL FILE (STATE COMPTROLLER TRANSACTIONS, ETC.)

Size: 8½" x 11"

Dates: 1892 - -

Quantity: ½ drawer

File Arrangement: By subject or type of record

This is a general file containing correspondence, reports, and records compiled for summary purposes. Specifically the file consists of correspondence with other State agencies, lists of physicians registered prior to 1927, copies of laws enacted, auditor's reports, lists of persons registered as doctors in

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Lists of registrants shall be retained permanently.

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| 15. | <p>Baltimore Circuit Court (1894-1955), and typescript annual reports.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p><u>EXAMINATION RESULTS (SUMMARIES OF RESULTS)</u></p> <p>Size: 13" x 8" Dates: 1902 - - Quantity: 4 volumes ($\frac{1}{2}$ cubic foot) File Arrangement: Chronological</p> <p>These records, maintained in volume form, summarize the results of examinations administered by the Board. The date of the examination, each applicant's number, the applicant's college of graduation, numerical grades received on various subjects covered by the examination, and the results of the examination (licensed, second year credit, reject, etc.) are recorded for each examination administered.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 16. | <p><u>IRREGULAR PRACTITIONERS FILE</u></p> <p>Size: 8$\frac{1}{2}$" x 14" Dates: 1939 - - Quantity: Office, 2 drawers (3 cubic feet) Basement, 1 cubic foot (Total, 4 cubic feet) File Arrangement: Alphabetical by name of doctor or complainant Annual Accumulation: $\frac{1}{2}$ cubic foot</p> <p>This file contains records which pertain to individual doctors who have been accused of or involved in infractions of the law. Specifically, the file contains letters received from complainants, notices of hearing or revocation of license, copies of indictments from other states, correspondence with doctors, copies of court orders suspending license, and typescripts of hearings before the Board.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | <p>APPROVED BY</p> <p>MAY 4 1959</p> <p><i>Andrew H. [Signature]</i></p> <p>SECRETARY</p> |
| 17. | <p><u>EXAMINATION BOOKS</u></p> <p>Size: 6" x 7" bluebooks Dates: 1955 - - Quantity: 16 cubic feet File Arrangement: Chronological and numerical by exam number therein Annual Accumulation: 5 cubic feet (est.) Disposable Amount: 5 cubic feet</p> | |

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18.

ACCOUNTING RECORDS

This item includes the examination books for all subjects covered by the Board's exams. A related record, the coupon receipt stub books (for examination books issued), is also governed by the recommendation below.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Dates: 1916 - -
Quantity: 6 cubic feet
File Arrangement: Chronological
Annual Accumulation: 1 cubic foot
Disposable Amount: 3 cubic feet
Audit: State

This item includes all standard accounting forms used by all State agencies as supporting data to the final books of entry. The final books of entry, the General Ledger and the Cash Receipt and Disbursement Books, are to be retained permanently. Specifically, the supporting records are:

Comptroller of the Treasury

Form No.

Memorandum of Adjustment
P-1-S Distribution of Charges
E-1 and E- $\frac{1}{2}$ Transmittal
DD-1 Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited
Distribution of Unexpended and Obligated Balances
Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A Requisition for Supplies
47-A Purchase Order
100-16 Out-of-Schedule Requisition for Supplies
39-A and 40-A Stores Requisition
CE-2 Copy of Contract Awarded
CF-1 Capital Fund Requisition for Equipment
100/24 Actual Emergency and Repairs Report
27-A Copy of Contract Awarded
CF-3 Copy of Contract Awarded
Delivery Invoice
26-A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Examination questions are from record

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| BOARD OF PUBLIC WORKS | |
| MAY 4 1959 | |
| <i>Andrew H. H. H.</i> | |
| SECRETARY | |

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| | <p align="center">Budget Bureau (Department of Budget and Procurement)</p> <p>BB-1 (Rev.) Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet</p> <p>B.P. Inv. R101 Report of Fixed Assets (annual)</p> <p>B.P. Inv. R102 Report of Materials and Supplies (annual)</p> <p>B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)</p> <p>Budget Form Nos. 1 thru 11 Budget Estimates Fiscal Year</p> <p>BB-40 Request for Position Action</p> <p align="center">Others</p> <p>Check stub books</p> <p>Receipt stub books - stubs of receipts issued</p> <p>Receipt cards - Board's acknowledgment of appli- cation and examination fees. Cards are presented when applicant takes examination.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> | <p align="center">APPROVED HALL OF RECORDS COMMISSION</p> |
| 19. | <p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.</u></p> <p>PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).</p> <p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public</p> | <p align="center">APPROVED BY PUBLIC WORKS</p> <p align="center">MAY 4 1959</p> <p align="center"><i>[Signature]</i> SECRETARY</p> |

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Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule, No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

20. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

21. LEAVE RECORDS

This file includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

Leave applications

Doctors' certificates

Leave summary sheets

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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